Phone/Bomb Threat Checklist

Actions to be taken in the event of a threat.

Date:_______________________________  Time of call:_______________________________
Your name:_______________________________  Your location:_______________________________
Caller ID#_______________________________

- REMAIN CALM, BE COURTEOUS, LISTEN TO AND DO NOT INTERRUPT THE CALLER
- TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

1. Where is the bomb right now?
2. When is it going to explode?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. Where are you calling from?
10. Time call completed:
11. Was the voice familiar? Whom did it sound like?
12. If possible, write down exact words of caller:

Sex of caller:_______  Age:_______  Race:_______  Length of call:_______

Caller's Voice
- Calm
- Excited
- Slow
- Rapid
- Soft
- Loud

- Laughing
- Normal
- Distinct
- Slurred
- Nasal
- Stutter

- Lisp
- Deep
- Ragged
- Clearing throat
- Deep breathing

- Disguised
- Familiar
- Accent
- If voice is familiar -who did it sound like

Background Sounds
- Clear
- Static
- Local
- Long distance

- Street Noises
- Crockery
- Voices
- PA system
- Music

- Office machinery
- Booth
- Factory Machinery

CALL UNIVERSITY POLICE (718) 409-7311 OR 911